

## **BUILDING COORDINATION MANAGER**

### **DESTINGUISHING FEATURES:**

The fundamental reason the Building Coordination Manager exists is to serve as the official building code authority for the city. Supervises building plan reviewers and assists in the more difficult review and code interpretations questions. Must personify leadership and promote shared responsibility, teamwork, and continuous improvement with the City.

### **ESSENTIAL FUNCTIONS:**

Supervises building plan review operations; represents the City as an authority in the field of building codes interpretation; performs highly skilled technical plan review through the visual inspection of submitted building plans; acts as Secretary to the Building Board of Appeals; maintains current and comprehensive records of new materials and design concepts; recommends changes to in the code to resolve design and interpretation problems, and to accommodate and control new materials and new design concepts; provides ongoing training to other Plans Reviewers; and verbally answers questions and advises the public concerning building codes or plan review progress.

Acts as the City's "Class A" representative to I.C.B.O.; and writes new building, plumbing, electrical and mechanical codes and ordinances for adoption; must realize that without quality, quantity is irrelevant.

Operates a PC or terminal to compose reports and correspondence.

Ability to encourage team members to go beyond boundaries of the work place.

Ability to listen and communicate effectively with a diverse group of people.

Assumes ownership of a variety of key projects dealing with citizens and employees.

### **QUALIFICATIONS:**

#### **Knowledge, Skills and Abilities:**

Knowledge of:

Comprehensive knowledge of the principles and practices of design and structural engineering; the methods and materials used in building construction; and of building construction codes and related laws and ordinances.

Ability to:

Demonstrate shared commitment to quality in everyday work.

Ability to read and interpret plans, specifications, and other pertinent reports and data; review complex structural design applications involving determination of construction standards.

Represent the City as an authority in the field of code interpretation.

Operate a PC or terminal.

Establish and maintain effective working relationships with co-workers, supervisors, contractors, architects, developers, engineers and the general public.

#### **Education & Experience**

Considerable experience in the building construction industry relating to structural engineering; a

four year degree in Civil or Structural Engineering or Architecture. Must possess a valid Arizona Driver's License with no major driving citations within the last 39 months.

**FLSA STATUS: Exempt**

**HR Ordinance Status: Unclassified**